

**Department of Land Management**  
**Building and Zoning Division**  
 116 HAMPTON ROAD  
 SOUTHAMPTON, NY 11968

**Phone:** (631) 287-5700

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# TOWN OF SOUTHAMPTON



**JAY SCHNEIDERMAN**  
 TOWN SUPERVISOR  
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**KYLE P. COLLINS, AICP**  
 TOWN PLANNING AND  
 DEVELOPMENT ADMINISTRATOR

**MICHAEL BENINCASA**  
 CHIEF BUILDING INSPECTOR

INTAKE SIGNATURE

DATE

## **BUILDING PERMIT APPLICATION CHECKLIST**

### **New Construction-Single Family Home**

Applications and forms must be filled out in their entirety. **Incomplete applications will not be accepted**

**\*\*Note: Please be advised additional documentation maybe required by the Building Division\*\***

### **ALL APPLICATIONS MUST BE SUBMITTED WITH THE FOLLOWING MATERIALS**

- ☐ [Building Permit Application \(original\)](#)
- ☐ 3 copies of survey prepared by a licensed surveyor, illustrating Proposed construction
- ☐ 2 sets of plans prepared by a licensed professional illustrating compliance with NYS building and Fire
  - When in flood zone plans must indicate compliance with FEMA Flood Plain Ordinance
- ☐ 1 copy of house certificate of occupancy (can be obtained at a fee from the Building Division)
- ☐ Workman's compensation. Applicable Forms: C 105.2, U26.3, CE 200. **ACORD FORM NOT ACCEPTED**
- ☐ [Plumbing Application](#): Plumber must have active license with Town of Southampton
- ☐ Suffolk County Department of Health Services Approval (Original Red Stamped Board of Health Survey)
- ☐ 2 Copies of the H.E.R.S Certificate (Home Energy Rating System) Certified by HERS Rater
- ☐ 2 Copies of the Manual J, Manual D and Manual S
- ☐ 1 Copy of [Energy Compliance 3rd Party Testing](#)
- ☐ 2 Copies of the RES Check (Residential Energy Score)
- ☐ [Architectural Review Board Submittal Form](#)
- ☐ [Stormwater and Driveway Access Determination from Engineering Dept.](#)  
Approval must be submitted with stamped approved survey
- ☐ Fee (Based solely on Square footage & Plumbing Fixtures)
- ☐ [Electrical Permit](#): Electrician must have an active license with Suffolk County **FILED SEPERATELY**
- ☐ Completed [Open Government Disclosure Form](#)

**\*\*Note: Final Fees will be calculated at Front Desk at time of Submittal \*\***

### **ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS IDENTIFIED BELOW**

- ☐ [Coastal Erosion Hazard Permit](#): If construction is south of Coastal Erosion line
- ☐ Conservation approval (includes: Permit with Original Stamped Survey) or Letter of Non-Jurisdiction. If subject parcel is within Wetlands Inventory. Determined at time of submittal
- ☐ Written cost estimate on contractor letterhead: If finished basement and/or accessory structures are Proposed
- ☐ [Fill Composition Certification](#) Town Code §123.47-123.50: If offsite fill exceeds 20 cubic yards
- ☐ Zoning Board of Appeals Approval: If proposed project requires a variance

### **Verification of Ownership or Authorization**

- ☐ Original Signed & [Notarized Owners Endorsement](#): If applicant is other than owner
- ☐ Copy of Deed: If property has been owned for less than a year
- ☐ Proof of Corporation, LLC, Trusts, Funds or Business Ownership (i.e.: Original Notarized Opinion Letter, Operating Agreement or Minutes listing members)

**\*\*Note: Documents *MUST* list name of member(s) that are authorizing the submittal of this application\*\***

- ☐ Death Certificate: When owner listed is deceased
- ☐ Proof of Legatee (i.e.: Surrogate Letter; Executor of the Will; Certified Letter of Testamentary; Letter of Administration; Letter of Probate; Power of Attorney etc.):
  - When owner is deceased
  - When owner is incapable of submitting an application